

REQUEST FOR QUALIFICATIONS

Addendum # 1



Department Of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-684-1681 TTY RELAY: 711

DATE ISSUED: June 5, 2006

RFQ Title:	King County Organization Development Training Services
Requesting Dept./ Div.:	King County Department of Executive Services – Human Resources Division
RFQ Number:	122-06CMB
Due Date:	June 20, 2006 - 2:00 P.M.
Buyer:	Cathy M. Betts, cathy.betts@metrokc.gov (206) 263-4267

This addendum is issued to revise the original Request for Qualifications, dated May 11, 2006 as follows:

1. The submittal opening date remains the same: Tuesday, June 20, 2006 no later than 2:00 p.m. exactly.
2. The sign in sheet from the May 22, 2006 pre-submittal conference is available by contacting Cathy Betts at cathy.betts@metrokc.gov. Please include your FAX number if you wish the document faxed to you.

The following information is provided in response to questions received:

Q1: In our organization, we normally co-train. We would like to submit bids for several courses and include the qualifications of three trainers. Having three trainers who can each co-train with either of the others provides more flexibility and coverage if someone should be sick or have an emergency. Is this acceptable?

A1: *Yes, it is acceptable. Submit three resumes, one for each trainer you are proposing to use. However, please note that only those proposed trainers who pass the written ranking will be invited for the interview portion of the selection process.*

(Continued on page 2)

TO BE ELIGIBLE FOR AWARD OF A CONTRACT, THIS ADDEMDUM MUST BE SIGNED AND SUBMITTED TO KING COUNTY

Sealed submittals will only be received by:

King County Procurement Services Section, Exchange Building, 8th floor, 821 Second Avenue, Seattle, WA 98104-1598. Office hours: 8:00 a.m. - 5:00 p.m., Monday - Friday

Company Name

Address

City / State / Postal Code

Signature

Authorized Representative/Title

Email

Phone

Fax

This Request for Qualifications – Addendum will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

- Q2: I have been told that it is difficult to score multiple trainers for one proposal. If we can submit the qualifications of three trainers in our proposal, is there anything we can do to make the scoring easier?
- A2: *Following the instructions in the RFQ precisely is the best course of action, particularly in relation to any examples of the record of performance. The examples provided should relate specifically to the three trainers' experiences.*
- Q3: Of the three trainers we would like to submit, one has already gone through an interview and demo process during the last RFQ process and has been teaching for King County. The other two would be new trainers for King County. Is it possible for the selection team to interview two candidates from our agency? Would the one who has previously taught for King County need to be interviewed and observed again?
- A3: *All proposers who successfully pass the written rating process will be invited to participate in the demonstration/interview phase. The same selection criteria and process applies to incumbent trainers as applies to new proposers.*
- Q4: I have been told that it might be better to have each potential trainer submit his/her qualifications separately. However, I do not understand how this would work, since, according to the RFQ, the award will be made to one (or in some cases two) bidders. When there are two contract awards, it is so the number of offerings of the course can be divided between the two contractors, not so that they do the course together. Please clarify whether we should submit the qualifications for our co-trainers together or separately and how the selection and award process would work IF we submit them separately.
- A4: *Any organization that is submitting for multiple trainers in a course should submit the trainers' qualifications together under one proposal in that organization's name.*
- Q5: Are all sessions held in Seattle?
- A5: *Generally, all training sessions purchased as a product of the RFQ process are held in downtown Seattle. Occasionally, a training session may be held in the greater Seattle area with the trainer's consent. If a county department requests onsite classes, logistics including location are negotiated between the trainer and the requesting department.*
- Q6: Will the County provide a *train-the-trainer* for facilitators?
- A6: *No, there is no train-the-trainers process for the contracted trainers selected via this RFQ process. However, members of the King County Human Resources Division are willing to meet with a contracted trainer, upon the trainer's request, to answer questions in preparation of class facilitation. This meeting time would be billable hours at the contracted hourly rate.*
- Q7: Is prep time billable? Or is it considered as part of the daily rate for a training day?
- A7: *Preparation time is not billable and is considered part of the daily rate for a purchased training.*
- Q8: Will the County take on cost and responsibility for producing and delivering participant materials?
- A8: *The County provides participant materials needed for training courses according to the accepted curriculum design. If the instructor desires to make other materials available, those must be approved by the County. Costs for these adjunct, non-required materials may be the responsibility of the contracted trainer.*
- Q9: Will the County provide all equipment and facilities?
- A9: *The County provides the necessary equipment and facilities according to the accepted curriculum design.*
- Q10: How many participants will be in the average class?
- A10: *Average class size is 22. The maximum class size is 30 participants. Each class has a negotiated minimum number of participants. If enrollment falls below the minimum, a member of the King County*

Human Resources Division will contact the scheduled trainer to discuss whether to extend the enrollment period, cancel the class or confirm the class.

Q11: What is the participant profile in terms of education level, experience and work function?

A11: Because of the diverse nature of the jobs performed by King County employees, there is a wide range of educational levels attained and experience gained on a particular job assignment.

Q12: Any pre/post assessments for the learner?

A12: Pre and post assessments of the learner are not part of the process. However, the participants do complete an evaluation of the trainer and of the course.

Q13: Are any variations to the instructional techniques allowed?

A13: Aside from allowing for the knowledge, experience and instructional style and techniques of contracted trainers to come through in the training, we strive for close adherence to the curriculum and the instructional objectives of the course. Any recommended changes by the contracted trainer to the curriculum, including additions and deletions, need to be approved by the County.

Q14: Are classes required of the participant as part of their job?

A14: Several of the subjects listed in the RFQ are required training for County leads, supervisors and managers. For other employees, enrollment requirement decisions rest with the work unit manager or with County administration. However, there are often cases where an individual employee will seek the permission of their supervisor to attend selected trainings based on that employee's personal desire for self-improvement related to their current position.

Q15: Are classes taken in a particular sequence?

A15: Classes are not taken in any particular sequence with the exception of Managing Individual Performance. This series of modules is offered in the sequence listed in the RFQ.

Q16: Who is responsible for communication with participants before or after class?

A16: The King County Division of Human Resources is responsible for communication with participants before and after class, unless otherwise arranged for with the contracted trainer.

Q17: Upon reviewing the RFQ document an additional time we noticed what looks like a discrepancy from what we heard at the Pre-Proposal Conference. During that meeting we understood it to be made very clear that only ONE signed original copy of the RFQ was to be submitted in our packet no matter how many submittals we presented. However, we noticed that at the bottom of Page 7 (Part 4 – Format) the last bullet states “One signed original of the RFQ document and” – now, turn to page 8 and the first bullet states “One copy of the signed RFQ document.” Can you please verify that it is only ONE copy with signatures that is required?

A17: When you download the RFQ and sign it that is the original. When you photocopy that RFQ containing your signature it becomes a copy. The RFQ asks you to provide one signed original of the RFQ document as specified on the bottom of page 7 of the RFQ. You are also asked to provide a copy of the signed RFQ document as specified on the top of page 8. Additionally, please understand that Attachment A is required for all categories for which you are submitting.

Q18: If selected, when will a training schedule be provided to facilitators?

A18: Typically, the King County Human Resources Division begins scheduling for the next calendar year of training classes in October. Each contracted trainer will be contacted to discuss and agree on the training schedule for the appropriate classes. If additional classes need to be scheduled, the King County Human Resources Division will contact the trainer to discuss and agree on class dates.

Q19: The contract states “consultants shall agree to be available on an as-needed basis”. How much advance notice will a facilitator have for scheduling classes on an as needed basis?

A19: See Question / Response number 18.

Q20: Can I be selected if I am an individual contractor who does not own a business? If not, do I need to obtain a business license to be eligible for selection?

A20: Yes, but you will be required to submit a tax number to us if you are awarded a contract for tax purposes. (Your individual Social Security Number.)

Q21: Are the insurance requirements the same for individual contractors? Would I need to have Worker's Compensation and Stop-Gap Employer's Liability for myself? Is there flexibility for the coverage amounts listed for Commercial General Liability for individual contractors?

A21: The insurance requirements and levels are the same. If you are an individual contractor with no employees, then no you will not have to provide Worker's Compensation or Stop-Gap for yourself.

Q22: Is it necessary to complete the required forms A-F before being selected?

A22: No, these forms are only required if you are offered a contract.

Q23: Will the County provide a train-the-trainer for selected facilitators? Will the TTT be billable hours?

A23: See Question / Response number 6.